



# **Murray City CDBG Hard Cost Application**

## **37<sup>th</sup> Program Year - FY 2011/2012**

### **Guidelines and Directions**

#### **GENERAL INFORMATION**

All proposals must comply with the regulations of the Community Development Block Grant (CDBG) program found at 24 CFR Part 570, described in brief by the guidelines below. The CDBG program provides annual grants from the U.S. Department of Housing & Urban Development (HUD) on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Entitlement communities such as Salt Lake County, develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low-and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. CDBG funds may not be used for activities which do not meet the program's national objectives.

Murray City is one of eleven cities participating in the Salt Lake County CDBG program. All Murray City CDBG contracts will be administered through Salt Lake County.

This proposal must be for activities located within Murray City or demonstrate that clients or individuals served reside within geographical areas of the City.

CDBG "hard cost" funds may be used for activities that include, but are not limited to:

- Administration and Planning;
- Acquisition of real property;
- Rehabilitation of residential housing;
- Construction or Rehabilitation of public facilities and public improvements, such as parks, water and sewer facilities, streets, sidewalks, neighborhood facilities, senior citizen centers, home ownership assistance, code enforcement, economic development or job creation, and micro-enterprise assistance.

#### **WHO MAY APPLY**

**ELIGIBLE PROJECTS (Hard Costs):** Private agencies, governmental entities or individuals may submit proposals. Projects in this category must be a "brick & mortar" activity, acquisition of real property, economic development, housing rehabilitation, public improvement, or planning. Proposals for public infrastructure projects must be

coordinated by the Proponent with the appropriate Murray City agency to assist in determining the total scope of the project, accurate cost estimates, and the method of implementation.

Agencies that provide services may apply for funding for physical improvements to their facilities, however, these agencies should be aware that deed restrictions will be placed on properties improved with these funds.

Applicants receiving funding for physical improvement projects should demonstrate the ability to expend the funds within an 18-24 month period.

## **HUD OUTCOME PERFORMANCE MEASUREMENT SYSTEM**

All proposals must show a tie to one of three HUD designated objectives. In addition, the proposed activity must show at least one HUD designated outcome. This will take place in the proposal narrative. This item will be discussed at the technical assistance workshops.

### **The HUD Objectives are:**

- **Suitable Living Environment.** This objective relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.
- **Creating Economic Opportunities.** This objective applies to the activities related to economic development, commercial revitalization, or job creation principally for low-and moderate-income persons.

### **The HUD Outcomes are:**

- **Availability/Accessibility.** This outcome applies to activities that make services, infrastructure, or shelter available or accessible to low – and moderate- income people, including persons with disabilities. Accessibility does not only refer to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate- income people.
- **Sustainability: Promoting Livable or Viable Communities.** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate- income or by removing or eliminating slums and blighted areas through multiple activities or services that sustain communities or neighborhoods.

## **PRIORITY ACTIVITIES CATEGORIES**

For the 2011 – 2012 (37<sup>th</sup>) Program Year, acceptance and consideration will be given only to those proposals for the following:

- **Housing Programs.** Property acquisition, housing rehabilitation, affordable housing, accessibility and down payment assistance.
- **Public Facilities.** Youth and senior facilities, shelters and rehabilitation centers.

- **City Programs.** Infrastructure investment, city programs that benefit low- to moderate-income families, program administration and citizen trainings.

## **PROJECT REQUIREMENTS**

### **ALL PROPOSALS MUST:**

- Meet one of the National Objectives of the CDBG Program: to provide benefit to low- and moderate-income persons (those whose income is at or below 80% of the local median), or to aid in the prevention or elimination of slums or blight. A third national objective - to meet a particular urgent community development need is not applicable at this time.
- Be located within Murray City or demonstrate that clients served, for which Murray City CDBG funds will be used, reside within the eligible geographical areas of the City.
- Address one or more of the Objectives stated in the Salt Lake County Consolidated Plan. This is in addition to meeting a HUD designated Objective and Outcome.
- Request funding for a project that is identified as an eligible CDBG activity.
- Identify the Outcome Measurements for your program. What is the impact your program has on the participants? Is the program making a positive impact on clients or the community?
- Be sure to use the appropriate proposal form when detailing the project's "Hard Cost" (Physical Improvement) or "Soft Cost" (Public Service) activities. Soft cost applications are available through Salt Lake County Community and Economic Development <http://www.slcoedcr.org/cdbg/cdbg.html>.

## **APPEALS PROCESS**

Any Proponent, who feels their application has been wrongly determined to be ineligible by not meeting the criteria listed above, may request the staff to obtain an eligibility determination from their CPD representative at the Region 8 Office of Housing & Urban Development.

## **LANGUAGE ASSISTANCE PLAN**

In accordance with the HUD's notice in the Federal Register on January 22, 2007, vol. 72, no. 13, pp. 2732-2754, regarding "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (LEP persons), Salt Lake County is requesting information on each Proponent's Language Assistance Plan (LAP). Failure to provide that LEP persons can effectively participate in, or benefit from, federally

assisted programs may violate Title VI's prohibition against national origin discrimination. The "Guidance" does not increase Title VI requirements, but merely clarifies existing requirements. Ensuring LEP persons' participation is a component of HUD recipients' certification that they will Affirmatively Further Fair Housing (AFFH), and applies to all operations and subsidiaries of an organization or municipal agency receiving federal financial assistance. If you don't currently have an LAP or for more information about LEP, see the federal website at <http://www.lep.gov>.

## **EMPLOYEE STATUS VERIFICATION SYSTEM**

The Proponent will be required to register and participate in the Status Verification System before entering into a contract with the County as required by Utah Code Section 63G-11-103(3). The Status Verification System is an electronic system operated by the federal government, through which an authorized official of a state agency or a political subdivision of the state may inquire by exercise of authority delegated pursuant to 8 U.S.C. § 1373 to verify the citizenship or immigration status of an individual within the jurisdiction of the agency or political subdivision. The proponent will be individually responsible for verifying the employment status of only new employees who work under the proponent's supervision or direction and not those who work for another contractor or subcontractor, except each contractor or subcontractor who works under or for another contractor shall certify to the main proponent by affidavit that the contractor or subcontractor has verified, through the Status Verification System, the employment status of each new employee of the respective contractor or subcontractor (<http://www.uscis.gov/portal/site/uscis>). The proponent will be required to comply in all respects with the provisions of Utah Code Section 63G-11-103(3). Proponents' failure to so comply could result in the immediate termination of its contract with Salt Lake County.

## **FUNDING PROCESS**

Funding for this competitive grant program is contingent upon the Congress passing a FY 2011 HUD appropriation bill funding the Community Development Block Grant program.

## **PROPOSAL GUIDELINES**

In addition to the cover sheet, the applicant should prepare a detailed project description. Proposals will be reviewed by the Murray CDBG Administrative Committee and recommendations made to the Murray City Council. All proposals will be reviewed in part by how well the proposed project addresses a community development need in Murray and the degree to which the proposed project furthers a strategy or goal identified in the Salt Lake County Consolidated Plan. The review will consist primarily of scoring proposals based on information in the project description.

One complete original must be submitted for each project or program. Proposal may be submitted electronically to Angela Price at [aprice@murray.utah.gov](mailto:aprice@murray.utah.gov) or a hard copy can be submitted to the Murray City Community and Economic Development Department, 4646 South 500 West, Murray, Utah. **Proposals must be submitted by Friday,**

**February 4, 2011 at 1:00 PM. Late proposals will not be considered, no exceptions.**

Community and Economic Development staff will review all proposals for compliance with HUD regulations and completeness after which the Murray City Administrative Committee will rate each according to the evaluation criteria listed below. Applicants will be invited to present their proposals to the committee on February 14th through the 25th, 2011. When proposals have been scored and ranked, the committee will forward a preliminary list of recommended awards to the City Council. A public input process will be held in late March. A Public Hearing regarding the final recommendations will be held on March 29, 2011 at 6:30.

Points will be deducted if project is not a priority activity, funds are not leveraged from other sources, or if the proponent failed to follow instructions.

**All proposals will be reviewed according to the following criteria:**

**MAXIMUM POINTS-400**

|   |  |
|---|--|
| ELIGIBLE-NA                                 | If all or part of the proposal is not eligible, Proponent will be informed immediately and allowed to appeal to CD Staff.  |
| NEED<br>75 PTS                              | Proponent has clearly described the need.<br>Provides data that substantiates the need.<br>Tie to Consolidated Plan or United Way Community Assessment.<br>Activity is identified as a County Priority Activity.<br>Demonstrates a need that is not being adequately met.                                    |
| BENEFIT<br>75 PTS                           | Identifies beneficiaries of the project.<br>Identifies the number of Murray City eligible clients served and shows that the amount of funding requested is equitable.<br>Proponent shows benefit to lower income residents.  |
| PROJECT<br>GOALS<br>&<br>OUTCOMES<br>50 PTS | Project need and goals are clear and specific.<br>Project goals and outcomes are realistic, verifiable, and appear to be achievable.<br>Project shows tie to HUD Performance Measurement System.<br>Project will impact significantly on identified need.<br>Has clearly identified impact and success.      |
| CAPACITY<br>&<br>SUSTAINABILITY<br>50 PTS   | Proponent shows ability to undertake the project.<br>Proponent has a demonstrated track-record in similar activities.<br>Proponent shows history of effective program management.<br>Proponent demonstrates fiscal responsibility and expertise.<br>Proponent followed direction in the County CDBG process. |
| BUDGET &<br>LEVERAGE<br>75 PTS              | Proposed expenditures appear reasonable.<br>Project is not totally dependent on CDBG funds.<br>Other funding sources and amounts are identified.<br>Project is cost effective in relation community need.  |

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|---------------------------------------|--|
| PROGRAM DESIGN<br>50 PTS              | Identified Murray eligible clients served and funding request is equitable to that number.<br>Program design is specific, realistic, logical and cost effective<br>Program does not duplicate services<br>Design focuses on a community based delivery system that addresses the local needs and benefits LMI residents. |
| COOPERATION & COLLABORATION<br>25 PTS | Priority will be given to agencies that not only compliment but build upon the efforts of others.  |

If your project is approved for funding the following items will be requested as part of the contract development process. **DO NOT submit this information with your proposal.**

| Contract Preparation Information Only |   |
|---------------------------------------|---|
|                                       | Work program and budget to meet approved activity (if applicable) |
|                                       | Evidence of funding commitments                                   |
|                                       | Budget narrative  |
|                                       | Project Locations and Clients Served                              |
|                                       | Project timetable/schedule  |
|                                       | If a construction project, budget and operating pro forma         |
|                                       | If a construction project, plans and/or detailed description      |
|                                       | List of current Board Members and key agency staff                |
|                                       | Current Organization By-laws and Articles of Incorporation        |
|                                       | Evidence of tax-exempt status (if applicable)                     |
|                                       | Proof of Workers' Compensation coverage                           |
|                                       | Your agency's most recent budget and audited financial statement  |
|                                       | Evidence of liability insurance                                   |
|                                       | Board Resolution authorizing Director to sign CDBG contract       |
|                                       | W-9 Form  |

## **APPLICATION TIPS**

If you are submitting your application electronically below are a few additional tips to help ensure you submit your information correctly.

- **Download Adobe Reader.** If you do not have Adobe software on your computer you can download a free copy of Adobe Reader online. Adobe Reader will allow you to open and add your information to the electronic application. If you already have any of the Adobe software packages on your computer you will be able to add your information to the electronic application and do not need to download Adobe Reader.
- **Required Fields.** All of the fields that are highlighted "red" are required for a complete application submission. The other fields are not required, but encouraged.



- **Electronic Signature.** If you have Adobe Reader on your computer you will not be able to use the Adobe signature function. You can however type your name in the signature field and add a statement that says “electronic signature submitted on XXX date). If you have one of the advanced Adobe programs on your computer you should be able to sign the application electronically by clicking on the “sign” tab and following the steps in the signature wizard.
- **Attaching Additional Documents.** If you have Adobe Reader you will not be able to add additional pages to the application. To submit maps, budget sheets, etc please just attach them to your submission email as a separate document. Some of the advanced Adobe software allows you to add pages to an existing PDF. You can do this by clicking on document>add pages and selecting the file you would like to add.
- **Autofill.** You will notice as you are filling out your electronic application that the text will adjust to fit the spaces provided. Please only submit relevant information. You do not need to fill the entire space; points will not be deducted for length we simply want the relevant information that pertains to your proposal.
- **Electronic Submittal Process.** To submit your application electronically please send the completed application and any supporting documentation to Angela Price at [aprice@murray.utah.gov](mailto:aprice@murray.utah.gov). Once the application is received you will get a confirmation email stating the receipt of your application materials. **Electronic applications must be submitted by Friday, February 4, 2011 at 1:00 PM.** No late applications will be considered. The City prefers applications be submitted electronically.
- **Hard Copy Submittal Process.** Hard copies of the application materials are available in the Community and Economic Development office located at 4646 South 500 West, Murray, UT 84123. **You may submit a hard copy application to the Community and Economic Development Department by Friday, February 4, 2011 at 1:00 PM.** Please ensure that all required fields are filled out correctly and that supplemental material (maps, budgets, etc) are attached to the application materials. Please submit one (1) hard copy of your application in a sealed envelope. No late applications will be considered.

## **TIMELINE**

| <b>Date</b>                                     | <b>Time</b>    | <b>Event</b>  |
|---|----------------|---|
| <b>Wednesday, November 17</b>                   | <b>1:00 PM</b> | <b>Murray City Technical Assistance workshop at Council Chambers (5025 State St.) and applications available.</b>   |
| <b>Friday, December 3</b>                       | <b>1:00 PM</b> | <b>Written Statement of Intent to Apply submitted to the Murray City Community and Economic Development Department. This must be submitted in order to apply for Murray CDBG funds.</b> |
| <b>Tuesday, December 14</b>                     | <b>1:00 PM</b> | <b>Salt Lake County application deadline.</b>   |
| Wednesday, December 15<br>to Friday, February 4 |                | Individual technical assistance available by appointment for agencies drafting applications. Eligibility questions can be researched at this time for “new” concepts and proposals.     |
| <b>Friday, February 4</b>                       | <b>1:00 PM</b> | <b>Final applications due. Must be submitted electronically and be complete and accurate.</b>   |
| Tuesday, March 15                               | 1:00 PM        | Administrative Committee's 2011/2012 Action Plan recommendation to Council becomes available to the public.   |
| <b>Tuesday, March 29</b>                        | <b>6:30 PM</b> | <b>City Council acknowledges receipt of comments received during comment period, approves the final allocations/amendments, and authorizes submittal to County and HUD.</b>             |
| Friday, April 15 to<br>Thursday, June 30        |                | Contracts with the County and successful agencies are negotiated and executed so grant assistance is available on 7/1/11.   |

## **CHECKLIST**

- ☐ Completed application submitted by Friday, February 4, 2011 by 1:00 PM.
- ☐ All required (red) fields are completed.
- ☐ Supplemental materials are attached (maps, images, cost estimates, etc).
- ☐ Document is signed and dated (see electronic application signature for more information).
- ☐ Program or project meets one of HUD’s national objectives.
- ☐ Program or project is tied to Salt Lake County’s Consolidated Plan.
- ☐ Program or project has a reasonable budget.
- ☐ Program or project will be completed within the two-year contract window.